Request for Applications
2010 Food Service Equipment Grants

These grants are intended to help school food service programs acquire needed equipment or replace worn-out items. We hope that by providing an annual grant program, we can support schools in developing forward-thinking equipment replacement plans. This grant does not apply to equipment that has already been purchased.

About $40,000 will be available again this year. The grants are competitive and require at least a 50% match from the school district. All types of equipment can be included except small items that cost less than $200.

Although these grants must go to schools that participate in the National School Lunch Program, we encourage schools which are not currently participating in the Program to use this grant to help purchase equipment needed to get a program started.

The maximum amount of any grant will be $3,500; therefore, in some cases we will not be able to cover the full 50% of an item's cost. Schools that received a grant last year are not eligible for consideration this year.

The award criteria are intended to equitably distribute available funds to programs most in need and best prepared to use the funds as intended. Specific consideration is given to the following factors:

- The impact the new equipment will have on improving the food service program.
- How well the equipment request was researched and can be demonstrated to best meet the needs of the program.
- Condition of existing equipment.
- Availability of local matching funds.

There are three types of grant applications enclosed. **A school may apply for only <u>ONE</u> type of grant. Please be sure to complete the correct application form.**

1. Schools undergoing <u>construction projects</u> that will result in a new kitchen, or major renovation of an existing kitchen, are included in a separate category. Rather than supporting the cost of a single item, construction grants will provide a lump sum towards the completed kitchen facility.

2. The traditional grant for purchase of new <u>kitchen equipment</u> or replacement of old, worn-out items. This application focuses on food preparation, food service, and clean up equipment of all kinds. We strongly encourage schools to research thoroughly and evaluate carefully what options there are to improve efficiency, meet modern menu requirements, and improve the food service program. The cheapest alternative is not always the best choice.

3. A grant application for <u>computer hardware and software</u> is included.

   Computers have become more critical to the efficient operation of school food service programs in meal counting systems, program recordkeeping, and approval of applications for free and reduced price meals, nutrient standard menu planning and production of effective marketing materials. This portion of the grant program will be highly competitive, and schools are encouraged to carefully research products before completing the application. In addition, schools are encouraged to use other technology funds for the purchase of the hardware if possible. Applications for hardware and software will be accepted. However, only software that pertains directly to school food service will be considered.

Please note that installation costs for major equipment may be included in the grant, but must be specified and explained in the application and included in the total amount requested.

Applications for Food Service Equipment Grants must be <u>received</u> at the Child Nutrition Programs office <u>by 4:30 on April 3, 2009</u>. Applications received after this date will not be accepted for this round. <u>Faxed submissions will not be accepted.</u>

Grant awards will be announced by May 1, 2009. Schools awarded a grant can submit Claims for Equipment Reimbursement anytime after July 1, 2009, but must submit them no later than May 9, 2010, in order to receive payment.

<u>**Advice to Grant Writers**</u>
- Read all parts of the application to be sure that you understand what is being asked.
- Be sure to answer all parts of each question.
- Have someone else read your application to determine if the answers are clear and contain all of the required information
- Remember that these grants are limited and very competitive. Be as thorough as possible to convince the grant readers that the request is appropriate, is the correct solution for the program in question, and will be funded at the 50% level by the school district.

<div align="center">

Please send applications to:

Vermont Department of Education
Child Nutrition Programs
120 State Street
Montpelier, VT 05620-2501

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APPLICATION FOR FOOD SERVICE EQUIPMENT GRANT

School Food Authority Data

Name of School Food Authority_____

Name of Contact Person _____

Phone number_____

School(s) included in this application_____

_____

In applying for this grant, the School Food Authority acknowledges that equipment purchased with this grant will not be sold without prior approval from the Department of Education.

****************** **CERTIFICATION** ******************

I certify that the information in this application is true and correct to the best of my knowledge, and that the equipment acquired with these funds will be used in the non-profit National School Lunch Program to meet the nutritional needs of the students.

_____   _____
Date   Signature of School Administrator

                                                            Title_____

Return To:

Vermont Department of Education
Child Nutrition Programs
120 State Street
Montpelier, VT 05620-2501

Application Deadline: **In order to be accepted, applications must be <u>received</u> by:**
April 3, 2009

(Purchases made prior to grant approval will not be considered for payment)

Application Page 1 (Cover Page)

Food Service Equipment Request

Equipment is for: (check any that apply)

[ ] A new lunch program   [ ] Replacement of old equipment
[ ] A new breakfast program   [ ] New equipment, not replacement

[ ] On-site kitchen   [ ] Satellite Facility   [ ] Both

Equipment Specifications:

Item   _____

Make and Model   _____

Size or Other Specifications_____

Cost   _____

Installation Cost*   _____

Total Cost   _____

* Explain installation costs, if they will be claimed

Explanation of Equipment Request
Please respond to these questions on a separate page.

These grants are extremely competitive. Applicants are strongly urged to research the equipment being requested, thoroughly explain why the specific item and brand has been chosen, and provide complete and concrete responses to each of the questions below.

1. Briefly describe the equipment being requested and explain how it will improve the food service program. Why is this equipment needed?

2. If this is an item the program has never had before, describe research that was done to determine the correct size, model or item. Explain why this particular equipment is appropriate for the school and what problem it is intended to solve. What criteria were used to determine the best product?

3. If the item is a replacement of equipment now in the kitchen, describe the condition of the current equipment. What evaluation was done to determine whether another type, model, or size would improve efficiency of the kitchen more than just replacing the old item with another of the same type? Were any new types of products evaluated? What criteria were used to determine the best product?

4. If cooking equipment is being requested, explain whether a gas or electric appliance is planned. Describe what determined whether gas or electricity was chosen.

5. *In general, home-style equipment will not be funded.* If this request is for non-commercial equipment, explain why it is more appropriate for this situation than commercial food service equipment.

6. Describe efforts to research competitive prices. Indicate if you are planning to use bids for purchasing this equipment. If not, explain how you know you are getting the best possible price. How reliable is the cost listed on the application?

7. Discuss in detail, the school's plan for covering your share of the total cost of the equipment to be purchased; include amount available and source of funding.

Computer Equipment Request

Application is for: (check any that apply)	
Hardware [ ] Computer [ ] Printer [ ] Point of sale terminal	**Software** [ ] Multi-purpose (meal counting, recordkeeping, inventory system, etc.) [ ] Meal counting /student accounts system [ ] Inventory system [ ] Free & reduced application approval system [ ] Nutrient standard menu planning/nutrient analysis system [ ] Other: Describe_____

Equipment Specifications

Item	Specifications	Number of Units	Cost per Unit	Total Cost
Total Cost of Equipment				$

Page 2C

Explanation of Computer Equipment/Software Request

Please respond to these questions on a separate page.

To be eligible for this grant:
1. *The computer must have access to the internet*
2. *A technical support plan must be developed*

1. Briefly describe the equipment/software. Explain why this particular equipment/software is appropriate for the school food authority. Describe research that was done to determine the correct software model or item. What criteria were used to determine the best product?

2. Will the hardware be used exclusively for the food service program?

3. Describe the technical support available for the use of this equipment and software. What type of support is available from the school district? Describe the technical support and training available from the software company. Explain the cost of the technical assistance and whether this cost has been included in the grant request.

4. Describe efforts to research competitive prices. Indicate if you are planning to use bids for purchasing this equipment/software. If not, explain how you know you are getting the best price.

5. Describe in detail, the school's plan for covering your share of the total cost of the equipment to be purchased; include amount available and source of funding.

Food Service Equipment Request – New Construction or Renovated Kitchen

This request is for:
[ ] a kitchen in a new building   [ ] a renovated kitchen

The kitchen equipment will be purchased
[ ] as part of the construction/bond amount   [ ] on a separate bid/bond

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What equipment will come from the old kitchen? *Please list.*

What new equipment will be purchased? *Please list.*

What is the estimated total cost of the new food service equipment? _____

Explanation of Equipment Request
Please respond to these questions on a separate page.

1. Describe research that was done to determine the particular equipment needed and appropriate for the school.

2. Explain whether gas or electric appliances are planned. Describe what determined whether gas or electricity was chosen.

3. Describe how the kitchen design was developed. Has it been reviewed by the Food Service Director/Manager? The Child Nutrition Programs at the Vermont Department of Education?

Grant Submission Checklist

The following checklist is intended as a resource to help schools submit the best application possible. It is for your use only. **Do not include this in the application that is submitted.**

HAVE YOU:

	YES	NO
1. Completed the cover page (Application Page 1)?	___	___
2. Obtained the School Administrator's signature?	___	___

3. Filled out and completely answered **ALL** of the questions on
    Page 2N, New Construction/Renovation Request?
    Or Page 2E, Equipment Request
    Or Page 2C, Computer Request   ___   ___

4. Included detailed specifications for the item(s) requested?   ___   ___

5. Completely and thoroughly answered **ALL** of the questions on
    Page 3E
    Or 3C
    Or 2N?   ___   ___

NOTE: You *may* wish to attach information sheets from manufacturers, but that is not required.

REMINDER

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